



HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

Job Title: Wellness Liaison Specialist (Traditional and Contemporary)
Department: Health, Education and Wellness Department-Green Arrow Project
Class: Full-Time/Covered-Non-Exempt
Salary: D.O.Q.
Opening: October 2, 2018
Closing: Open Until Filled

Position Summary: The position is with the Wellness in Indian Country Grant Program and is under the supervision of the Wellness Project Manager and will collaborate with the Wellness Core Staff. The position has four primary responsibilities: 1) Enhance, Strengthen, Increase or Develop opportunities and supports for traditional and contemporary physical activity at schools, worksites, cultural and community events or other venues; 2) Increase understanding of tribal history and culture by providing contemporary and traditional physical exercise; 3) Implement a weekly community walking program and present health challenges for the community in collaboration with the Wellness Staff, Hualapai Cultural Department, Fitness Staff and other committees planning physical activities for the community; 4) Other duties: Work with the Wellness core staff to complete required program wellness activities, advertise the program activity sessions and special events using local newsletter "GAMYU", flyers and radio PSA's.

Essential Duties and Responsibilities:

- Attend the monthly Youth Partnership meetings and coordinate with the Youth Services Program to adjust the Community Calendar to include the activities of the Wellness Grant monthly and as needed.
- Assists with collection of Baseline and Yearly survey data.
- Meets with Wellness Staff monthly or as needed to plan program activities.
- Provides Traditional and Contemporary physical activity for the Hualapai community.
- Design and lead community physical fitness activities including strength training and stretching/flexibility classes for community members.
- Work with Wellness Core Staff, Cultural Program and other programs to provide contemporary and traditional health classes with fitness activities.
- Provides the sign in sheets at all events and collects evaluations at the end of the event(s).
- Compiles monthly report and inputs data into an excel system for month to month comparison.
- Prepares reports and data (monthly/quarterly and yearly) for the Wellness Core staff to evaluate need for quality improvement.
- Coordinates and participates in the site monitoring visits with CDC.
- Sets up and participates in scheduled grant conference calls.
- Participates in the CDC Wellness Work Group meetings as scheduled/needed.
- Participates in Wellness Trainings as scheduled/needed.
- Tracks the Wellness budget reports as required.

- Participate in Healthy Lifestyle Training as scheduled.
- Orders and picks the supplies up for the events as scheduled.
- Other duties as assigned.

MINIMUM QUALIFICATIONS AND SKILLS REQUIRED:

- High School Diploma. Some college preferable. Experience in the health field.
- Fluent in the Hualapai language or willing to learn the Hualapai language in order to communicate health and physical activity instructions orally and written.
- Demonstrated experience in program planning, budgeting and evaluation.
- Strong strategic and visionary skills.
- Knowledge in cultural diversity especially as related to concepts of health, health behavior and social determinants of health.
- Excellent written and verbal skills.
- Ability to collaborate and consult with community members and employees at all levels.
- Experience in team building and experiential learning highly desired
- Must be computer literate and have knowledge of computer programs
- Experience in physical education or fitness leadership. If not certified, willing to gain certification and training in fitness leadership and health education.
- Experience in community based health promotion programs and/or lifestyle interventions.
- Experience in organizational skills to schedule physical activity classes, keeping records of attendance and assisting in maintaining program records and files.
- Willing to work with community members who have a range of physical abilities; must be willing to work with those who do not exercise regularly or are unfamiliar with fitness activities and equipment.
- Experience or education with alcohol/behavioral health/youth projects.
- Must comply with background and drug and alcohol requirements.
- Must possess a valid driver's license and be able to pass an MVR screening

HOW TO APPLY:

Applications are available from the Human Resource Department. The mailing address is P.O. Box 179, Peach Springs, AZ. 86434. Telephone: (928) 769-2216, or fax (928) 769-1191. In order to be considered, all applications must be returned to the Human Resource Department by 5:00 PM on the closing date shown. A resume will not be accepted in lieu of a completed employment application. All applications and supporting documentation submitted becomes the property of the Human Resources department; please keep copies for your own reference.

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-353, Section 703 (7-2-71) and Public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER
Auxiliary aids and services available upon request to individuals with disabilities

